

# City of Duluth

To:  
From:  
CC: Employee Benefits Administrator  
Date:  
Re: Letter of Concern

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Dear

I am concerned about the amount of sick leave you have been using. If personal difficulties are the cause of your absence, I urge you to use the City's Employee Assistance Program (EAP) which is also available to your family members. The EAP offers free and confidential meetings with a counselor to discuss any issues you may be experiencing. Use the following phone numbers to schedule an appointment. If you would like assistance in making an EAP appointment, either I or Human Resources' staff can assist you.

Employee Assistance Program	(218) 786-1309 or (888) 664-0327 (toll-free)
Miller Dwan Medical Center	(218) 723-0099 (24 hour Crisis Line)
	(218) 786-5950 (TTY)

If your absences are due to any work-related problems, please do not hesitate to discuss them with me. If you would rather discuss them with other personnel, you may contact the Human Resources Manager at (218) 730-5201.

As it stands, it appears that your use of sick leave is unjustified. Therefore, in accordance with your collective bargaining agreement you must provide a physician's explanation for your absences until further notice. You and your physician must complete a Fitness for Duty Report for each absence. I have enclosed a form for your use. You can obtain additional forms online at [www.ci.duluth.mn.us/city/employment](http://www.ci.duluth.mn.us/city/employment) under Human Resource Forms or from the Human Resources office located at Room 313 City Hall, (218) 730-5210. Failure to provide the physician's written explanation on this form will result in the denial of paid sick leave. The reason(s) I believe your use of sick leave is unjustified include the following: (insert reasons – help available from HR)

This is not a disciplinary action; rather, an effort to determine the cause of your absences and resolve any issues that may be causing your frequent use of sick leave.

The City of Duluth values the strength and efficiency brought to the organization by its experienced workforce. We rely on our valued employees and would like them to recover as soon as possible. If you believe there are any modifications that can be made to enable you to return to work, please notify me at once. Efforts will be made in accordance with the Sick Leave and Return to Work policy and procedure found at [www.ci.duluth.mn.us/city/employment](http://www.ci.duluth.mn.us/city/employment) under City Policies & Procedures.

Please feel free to contact me to discuss any questions you may have.

Sincerely,

En. Fitness for Duty Report with attached job description